



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No. 18/06

April 25, 2006

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Specialist, FSN-10/FP-5

OPENING DATE: April 25, 2006

CLOSING DATE: May 9, 2006.

WORK HOURS: Full time; 40 hours/week

SALARY: Ordinarily resident: FSN-10 on the local compensation scale
Not-ordinarily resident: FP-5

NOTE: ALL NOT-ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking a Cultural Affairs Specialist to work in the Embassy Public Affairs Office.

BASIC FUNCTION OF THE POSITION

Incumbent will administer U.S. Speaker and Academic Specialist programs on key mission themes, including administration of justice, intellectual property rights, anti-corruption practices and ethics in government, community colleges and education reform, economic issues, women's issues, etc. Incumbent will identify and work closely with think tanks, academic institutions and foundations that can serve as venues for USG programs, as well as other public diplomacy efforts, and recruit candidates for two Visitor Programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact X4741.



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QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Education level: University degree is required.
- Prior Work Experience: Seven years of experience in administrative work in private industry or government office is required.
- Job knowledge: Thorough knowledge of political and economic processes of both U.S. and Argentina is required.
- Language Proficiency: Level IV (fluency) speaking/reading English and Level V (native) speaking/reading Spanish is required.
- Skills and Abilities: Must have excellent judgment, tact and skill in dealing with high level contacts.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. It is contrary to Mission policy to employ more than one local employee ("Foreign Service National" or "FSN") family member, or to employ a close relative of an FSN already employed.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.



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TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, or OF-612); **or**
2. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements.
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

Human Resources Office
Av. Colombia 4300; or
fax to 5777-4201; or email
buenosaires-rrhh@state.gov

CLOSING DATE FOR THIS POSITION: 05/09/06

The US Mission in Buenos Aires provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
